

COURSE: TIME MASTERY

DATE: April 24, 2007

TIME: 0830 - 1530

LOCATION: Lecture Room C

COURSE DESCRIPTION: Shorter deadlines, competing priorities, endless meetings, interruptions and ever-higher quality expectations are just some of today's time challenges. And yet the number of hours in the day remains the same. You can solve this dilemma by learning the practical, everyday skills revealed in this workshop. You will discover twelve ways you can accomplish more – and enjoy work and life every day:

- ❖ Develop your “Can Do” Attitude
- ❖ Clearly establish goals
- ❖ Know what to do by prioritizing
- ❖ Analyze your time use
- ❖ Master planning for effectiveness
- ❖ Know when to do things by scheduling
- ❖ Control interruptions
- ❖ Improve meeting effectiveness
- ❖ Master paperwork
- ❖ Increase delegation strategies
- ❖ Conquer procrastination
- ❖ Develop time teamwork

ELIGIBILITY: All federal employees from USU and AFRRRI are eligible to attend.

REGISTRATION: Seating is limited by room size. Registrations will be accepted on a first-come, first-serve basis. Complete the On-Site Course Nomination Form <http://www.usuhs.mil/chr/Nomination.doc> and send to cedwards@usuhs.mil no later than April 16, 2007, CHR, Room A1022A.

COURSE COORDINATOR: For further information contact Cory Edwards or Theresa Spriggs at (301) 295-3082.

